



## **The American Center (AC)**

### **Circulation Service**

#### **1. Patron types:**

The AC serves 4 types of borrowers:

- U.S. Consulate staff
- Students
- Lecturers/teachers
- Vietnamese Officials

#### **2. Requirement and procedure:**

- Fill in the online registration form at: <http://goo.gl/r0PNz6>
- Provide 1 copy of national ID card – required for all patrons
- Provide 1 copy of student card (for students)

#### **3. Circulation Policy**

- Circulation period: Individuals may borrow 1 book (fiction only) for a period of 10 working days, (due date is not counted on holidays, and weekends)
- Overdue fine: Any patron who is found late in returning borrowed book is blocked from borrowing book within a month.
- Lost fine: Any patron who lost the borrowed book is blocked from using any library services.